



Item No. 14 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ANTHONY SUBER, DEPUTY CITY MANAGER/ CITY CLERK

DATE: JUNE 19, 2024

**SUBJECT: ADOPTION OF A RESOLUTION TO CONSOLIDATE AND CALL
THE NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION
AND CONTRACT WITH THE CHIEF ELECTIONS OFFICE FOR
ELECTION SERVICES**

RECOMMENDATION

It is recommended that the Council;

1. Adopt a Resolution calling and ordering a Tuesday, November 5, 2024, General Municipal Election for the Town of Atherton, for the purpose of electing two members to the City Council: and
2. Authorizing the City Manager to enter into a service agreement with San Mateo County's Chief Election Officer to conduct the election; and
3. Requesting the Board of Supervisors of the County of San Mateo to consolidate a Municipal Election to be held on November 5, 2024, with the Statewide Presidential General Election held on that date pursuant to Section 10403 of the Election Code.

BACKGROUND | ANALYSIS

Pursuant to State law and Town of Atherton Municipal Code Section 2.32.010 relating to elections, a regular General Election is to be held on every even-numbered year to fill vacant and/or term-expired council seats. A General Municipal Election will take place on Tuesday, November 5, 2024, in which the Town of Atherton Council will have two (2) terms expiring.

The City Council will have two (2) expired terms as of December 2024. The expiring terms are held by Diana Hawkins-Manuelian and Elizabeth Lewis. In order to meet requirements, set by the Election Code, the City Clerk:

- Prepared the staff report and resolutions calling and ordering the General Municipal Election; and

- Prepare and execute the San Mateo County Service Agreement to conduct the election and deliver it to the County Chief Elections Officer with a copy of the certified resolution after adoption; and
- Publish a Notice of Election in a local adjudicated newspaper

The nomination period opens on Monday, July 15, 2024, at 8:00 AM and closes at 5:00 PM, on Friday, August 9, 2024, unless an incumbent does not file. In the event an incumbent does not file by 5:00 PM on August 9, the filing period will be extended to 5:00 PM on Wednesday, August 14, 2024.

FISCAL IMPACT

The Fiscal Year 2024-25 Budget includes \$12,000 in preparation for this election. San Mateo County will provide a final accounting and invoice to the Town by January 2025.

GOAL ALIGNMENT

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area A – Maintain Fiscal Responsibility
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

POLICY FOCUS

The recommendations in this report are consistent with Town policies and Council goals.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item has not been before a Town Committee or Commission

ATTACHMENTS

1. Resolution Calling the Election

Calling the 2024 Election

JUNE 19, 2024

Page 3 of 3

2. Resolution for Board of Supervisors